Good Afternoon,

DocuSign is currently available for use by all DOT&PF Divisions and staff.

What is it DocuSign?

DocuSign is a cloud-based Internet tool that enables employees to securely fill in and sign documents electronically, invite others to complete and sign, and enables sharing of the final, completed and signed documents without needing a printer or scanner, desktop-based software or VPN.

DocuSign should not be considered a document storage repository. Please move finalized documents to your standard document repository locations.

Why provide DocuSign now?

The State of Alaska's (SOA) electronic signature initiative began as a Department of Administration effort to improve efficiencies and enable remote signature capabilities for SOA forms and processes while reducing costs and paper waste. Given the current "new normal" situation we are collectively experiencing and with the need for additional electronic tools to support remote work during this time, the Office of Information Technology is rapidly working to enable DocuSign's capabilities for SOA executive branch employees.

- OIT DocuSign site
  - Getting started with Account Creation
  - Getting started with Sign and Send documents
- DocuSign University (training resources)

For additional technical assistance please contact the OIT Help Desk;
https://oit.alaska.gov/Home/#requestSupport

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